

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0154511	10. Budget Program Number		Agency Number	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Human Service Consultant				
3. Division Operations		12. Proposed Class Title				
4. Section Performance Improvement	For Use By Personnel Office	13. Allocation				Position Number
5. Unit Putnam		14. Effective Date				
6. Location (address where employee works) City Wichita County Sedgwick		15. By	Approved			
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. %		16. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM	17. Audit Date: By: Date: By:					

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Nan Putnam	Performance Improvement Administrator	K0056283

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Nan Putnam	Performance Improvement Administrator	K0056283

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

The Human Services Consultant (HSC) works very independently and is allowed much latitude in decision making and policy interpretation. The employee receives all relevant manuals, Summary of changes/SCL's and policy clarifications. General instructions are given by the Performance Improvement Administrator. Specific directions are not usually given unless requested by the HSC. Work is reviewed for accuracy on a regular basis by the Performance Improvement Administrator or Quality Assurance staff.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
50%	E	<p><u>Program Performance Monitoring, Evaluating, and Analyzing</u></p> <p>Evaluates casework in order to determine compliance with policies and procedures, training needs, and discrepancies in operations. Case readings are a primary tool for this function and are completed for new and experienced staff.</p> <p>Monitors KAECSSES and KsCares and other agency reports to identify trends in errors, training needs and significant information. The printouts and reports are collected and statistical analysis completed,</p>
30%	E	<p><u>Answer and Advise</u></p> <p>Answers questions and advises staff about policy and procedures in order to clarify for staff how they should process client cases and/or apply policy.</p>
10%	E	<p><u>Review and Evaluate Policy</u></p> <p>Reviews and evaluates current, new and proposed policies and procedures to determine their effect and provide feedback to program staff and Central Office staff. The review and evaluation may be done individually or as a group. Any comments are prepared for review by the supervisor. Also participates on teams and other work groups to support and facilitate Performance Improvement efforts.</p>
10%	M	<p><u>Substituting for Other Staff</u></p> <p>This position may be required to fill in for other professional level EES staff or complete other work functions within the Performance Improvement section.</p>

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- () Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- (x) Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to perform essential functions would cause severe financial and emotional hardships for customers and could result in the loss of federal funds and/or other fiscal sanctions to the State of Kansas.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This position involves daily contact with agency employees and occasional contact with agency clients, other social service agencies, community resource agencies, government officials, and the general public in order to determine assistance eligibility for clients. The position also provides daily dissemination of information regarding state and federal regulations as well as agency programs, policy and procedures

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Human Services Consultants are required to follow prescribed office procedures to ensure their safety, and the safety of others, when interviewing clients who may become hostile, angry or upset. Dealing with upset clients does has potential hazards.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Computers, telephone systems, and copy machines are used daily. Some positions may require the use of a vehicle (private or state owned) in traveling to offices to provide services to clients.

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities

Experience - length in years and kind

Five years of experience interviewing, investigating, compiling information, documenting decisions, interpreting guidelines and/or providing technical assistance relevant to the agency's programs. Post-secondary education may be substituted for experience as determined relevant by the agency.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date

